

# **ST. PAUL VOLUNTEERING OPPORTUNITIES**



**2015 EDITION**

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## Adult Bible Study/Small Group Leader

Help lead discussions and/or study for adults. Studies can take place anywhere (church, homes, etc) and the leader and group can decide on a topic.

**Requirements:** Basic knowledge of the Bible and Lutheran teachings (for background). Ability to lead discussions.

**Time Commitment:** Approximately two hours a week for the actual study plus any personal preparation time. Studies last 4 - 8 weeks, depending on the topic.

**Resources:** St. Paul has a library of resources for studies. Some are even available on line. Others are video based teachings that only require leading discussions. Putting together your own study is not necessary. Knowing "all the answers" is NOT expected - and Pastor Conrad is your "go-to" resource for questions.

## Adult Choir

**Requirements:** A desire to enhance the worship experience of the community through its music ministry. An ability to read music notations is helpful but not necessary.

**Time Commitment:** Ninety minute weekly rehearsals from late September through early April; sing at approximately two worship services per month. Currently rehearsals are at 10:30 Saturday morning.

**Resources:** Group instruction/direction.

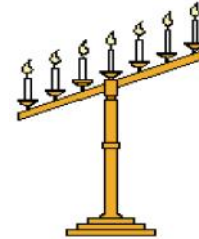


## Altar Guild

**Requirements:** Set up communion once a month for both services and fill candles. Clean up after each service. A reverence for what is being done is important. Training will be provided.

**Time Commitment:** Once a month. About 25 + minutes to set up and about the same to clean up.

**Resources:** Training and ongoing support from other members.



## Assimilation Team

**Requirements:** Desire to work with new members and help them assimilate into the congregation. Welcome new members and mentor them to become active and engaged members. Team members will devise a plan for each new member or family by first asking informative questions of the member(s) and then assist in matching them to existing activities at St. Paul. Team members will meet as needed to plan interviews and follow-up to a successful new member beginning.

**Time Commitment:** As needed

**Resources:** Pastor Conrad



## Backlot Bash and Skokie Festival of Cultures

**Requirements:** Two 2-day festivals in Skokie where we make sand art crosses with children under age 12. Also give out information on what we believe and happenings at St. Paul. We try to engage parents while the children are busy making the crosses. Requires recruiting and scheduling volunteers to work in 2+ hour shifts. Also purchasing supplies including 200+ necklaces and sand art supplies, and creating a sheet of happenings at St. Paul and making 150 copies to pass out.

**Time Commitment:** Depends on how many volunteers are available. Festival of Cultures runs 10am-7pm on Saturday and 12pm-7pm on Sunday in late spring at Oakton Park. Backlot Bash runs from 11am-5pm on Saturday and 12pm-5pm on Sunday. Usually held in late August on Oakton Street in downtown Skokie.

**Resources:** Oriental Trading Company or Sand Art online for supplies. What we believe and what is happening sheet is already created and just needs to be updated.



## Busy Bags

**Requirements:** Willingness to monitor children's activity bag contents. (Clean out old things and replenish things in bags as needed. i.e., crayons, coloring books, etc.)

**Time Commitment:** Very limited time commitment (once a quarter)

**Resources:** Dollar Tree, Oriental Trading

## CareNet (Inreach Reconnecting)

**Requirements:** Willingness to join with others and help encourage a reconnection with St Paul members that, for some reason, have become disconnected from participation in the fellowship and worship at their church. The object of CareNet is inreach where one faithful (frequently comes to church, communes, and contributes) member family or person mentors one not so faithful member or family to gradually encourage them to again enjoy and be spiritually fed by coming to church and participating in its' activities. These one on one relationships may include Small Group gatherings that have as members the paired families or persons. The pairing process should consider relative age and proximity to each others home. We'll start small and manageable and later expand.

**Time Commitment:** A few one hour planning and strategy meetings with other CareNet team members. Execution of the plans made will follow with the help of other faithful members and our church leadership.

**Resources:** Member contact data/historical member information.

## Children's Church

**Requirements:** Willingness to share the Gospel with children (5 and under) during Sunday 10:30am service sermon or to be a helper to the teacher. Group meets in the church basement.

**Time Commitment:** Once a month at the 10:30 service: less frequently if more volunteers

**Resources:** Topic provided and online suggestions to enhance the lesson



## Children's Message

**Requirements:** Willingness to share the Gospel with little children during Sunday services, comfortable speaking in front of the congregation.

**Time Commitment:** Once a month at the 10:30 AM service; less frequently if more volunteers

**Resources:** Online suggestions, messages, object lessons, Pastor Conrad

## Church Christmas Decorating

Help prepare the church sanctuary for Christmas. Includes light cleaning/dusting and decorating to prepare for Christmas

**Requirements:** None - something can be found for everyone

**Time Commitment:** Two hours after Thanksgiving to decorate, two hours after Christmas to put away decorations

**Resources:** None needed. Decorations stored at church





## Church Cleaning

**Requirements:** A bucket and rags and a willingness to join our trustees and other member volunteers in cleaning the church floors, pews, etc. as directed.

**Time Commitment:** Two to three hours depending on how many members volunteer to help.

**Resources:** A bucket and rags. Cleaning supplies provided



## Church Sign

**Requirements:** Light lifting to remove the plastic sign front

**Time Commitment:** 30 minutes, once or twice a month

**Resources:** Pastor will provide information for the sign

## Coffee Hour Helper

**Requirements:** Availability to be **substitute host** or a willingness to be a Sunday Coffee Hour clean up helper on an as needed basis. Training will be provided. Duties include preparing and later cleaning the two large pots which contain coffee and hot water, as well as putting away a variety of breakfast foods such as coffee cakes, breads, fruit and juice and cleaning up the kitchen.

**Time Commitment:** Coffee hour is from 9:15 to 10:15 AM. It is necessary to arrive 30-45 minutes early to get the hot water and coffee ready and prepare the various coffee cakes, rolls, toast, etc. Clean up can begin about 10:15-20; however, often the children from Sunday School come over about 10:15 and eat. It usually takes about 30-45 minutes to put food away and clean dishes and coffee pots. The uneaten food is stored in the refrigerator when okay for reuse next week.

**Resources:** Two large pots for coffee and hot water are under the sink in the church kitchen. Platters for coffee cake under counters in kitchen. Juice and foods in the refrigerator. Various other needed items are stored in the cabinets under the long counter in the church basement.



## Community Clothing Closet

**Requirements:** Help sort, fold and display clothes for our community clothing closet. Volunteers also needed to welcome clients and assist them in finding appropriate clothing for their family.

**Time Commitment:** Volunteers are needed regularly to help sort clothing. Schedule for sorting is flexible. During a day when closet open for clients, volunteers are need for 2 hour shifts to assist in clothing selection and distribution.

**Resources:** None needed



## Cradle Roll

**Requirements:** Willingness to work with parents and their little ones. Making gifts for baptisms and mailing out materials and birthday cards

**Time Commitment:** An hour or so a month

**Resources:** Supplies from store

## Digital Church Directory

**Requirements:** Willingness to use your organizational abilities to assist the entire congregation in getting to know and recognize their fellow members. Join with church leaders and arrange appointments for member family photos using our recently updated membership list. These photos and information will be used to assemble an updated digital directory.

**Time Commitment:** Various periods of a few hours over 3 to 5 months. Depends on how many members volunteer to help.

**Resources:** Updated member information/pictures

## Easter Breakfast

**Requirements:** Availability Easter weekend with a variety of ways to volunteer.

1. Set up on Saturday morning. Tables are set and decorations are put up in church basement. 2. Preliminary cooking done in school kitchen. 3. Cooking takes place beginning at 6:00 AM on Easter morning. 4. Food is transported from school to church basement for buffet serving. 5. Buffet table is kept full and clean. Tables are cleared and reset. 6. Clean up begins at 10:00 AM before church begins. 7. Final clean up takes place after service. 8. Table cloths and napkins are laundered by volunteers.

**Time Commitment:** Varies. Any help is greatly appreciated

**Resources:**



## Easter Egg Hunt

**Requirements:** Willingness to plan event ahead of time and help day of event as this is a popular event

**Time Commitment:** A few hours: Planning the month before Easter; event is held the Saturday before Easter

**Resources:** Oriental Trading Catalog, the congregation for candy donations



## Garden Tenders

**Requirements:** Love (or at least enjoyment) of gardening and the desire to help make the front of St. Paul attractive to those passing by.

**Time Commitment:** Spring: garden clean up and preparation of gardens for planting. Planting usually done in late May or early June. Depending on number of volunteers, watering and cleaning up garden about once a month (usually about 1/2 hour at a time), also dependent on amount of rain at any given time.

**Resources:** Tools provided if you need them.



## Greeters

**Requirements:** Greet and welcome members and guests as they arrive at church. Assist guests (answer questions, direct to seats, etc) if needed.

**Time Commitment:** About once every five weeks. Arrive at church about 15 minutes prior to service and stand at the top of the stairs.

**Resources:** Support from Elders and other greeters



## Handbell Choir

**Requirements:** A desire to enhance the worship experience of the community through music ministry. An ability to read music notation is helpful but not necessary

**Time Commitment:** One hour weekly rehearsals from late September through early April. Play at approximately two worship services per month. Currently rehearsals are at 9:30 Saturday morning.

**Resources:** Group instruction/direction



## Health Services

**Requirements:** Registered Nurse

**Time Commitment:** Once a month between services. Check members vital signs, answer simple medical questions

**Resources:** Blood pressure cuff and stethoscope



## Hospitality

**Requirements:** Willingness to welcome visitors to our church

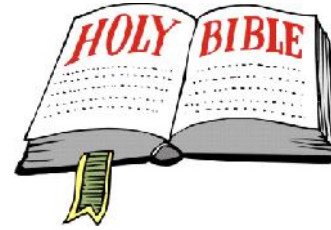
**Time Commitment:** Preparing cookie dough 5 minutes before coming to church. Baking and bagging cookies and welcoming visitors at the end of the worship service (about 20 minutes).

**Resources:** Cookie dough



## Lectors

**Requirements:** Ability to be heard and understood reading the Bible at Sunday and/or special mid-week services.



**Time Commitment:** Approximately once every three months

**Resources:** Personal coaching/practice available if desired

## Maintain Pew Racks in Church



**Requirements:** Make sure pew racks are "stocked" with sharpened pencils, envelopes and welcome cards

**Time Commitment:** About 30 minutes once a week. Can do before or after services

**Resources:** Sharpened pencils, envelopes and welcome cards

## Office Volunteer

Assist church office manager with large church mailings.

**Requirements:** Varies from none to basic computer operation

**Time Commitment:** Varies based on opportunity.

**Resources:** Provided



## Oktoberfest

**Requirements:** This fellowship/fundraising activity usually occurs in October each year. There are several ways volunteers can help prior to and/or during the event. They are:

- Publicity prior to event
- Donating/ordering/picking up necessary supplies
- Tickets: sales - prior to and at the event
- Setup and decorate tables
- Food preparation in Fellowship Hall kitchen prior to and during event
- Serve food during event
- Serve beer and wine in the Beer Tent
- Wait, clear and reset tables as needed
- Clean up crew
- Write review of event for publicity (number attending, menu, entertainment, volunteer recognition, etc)

**Time Commitment:** Varies - any help is appreciated

**Resources:** Past event records



## Pasta Night

**Requirements:** This fellowship/fundraising activity usually occurs in February each year. There are several ways volunteers can help prior to and/or during the event. They are:

- Publicity prior to event
- Donating/ordering/picking up necessary supplies
- Tickets: sales - prior to and at the event
- Setup and decorate tables
- Food preparation in Fellowship hall kitchen prior to and during event
- Serve food during event
- Wait, clear and reset tables as needed
- Clean up crew
- Write review of event for publicity (number attending, menu, entertainment, volunteer recognition, etc)

**Time Commitment:** Varies - any help is appreciated

**Resources:** Past event records

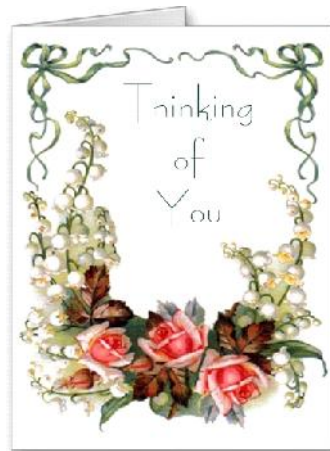


## Phil's Friends

**Requirements:** Willingness to contact children and/or adults struggling with cancer treatments. This may be by mail (card ministry), phone (calls), in-person (visits to hospital or homes with Phil's Friends backpacks), on-site group service at their Roselle headquarters stuffing backpacks, preparing envelopes for mailing, decorating boxes, or small group ministry projects supporting the card ministry or gathering donations. Financial donations or items for backpacks welcomed, too. Everyone is welcomed to submit names of children or adults (local or nationally located) with cancer to Phil's Friends via website to receive cards, special backpack, prayer or calls.

**Time Commitment:** Varies depending on activity chosen, few minutes per week, one time a month, or occasional.

**Resources:** Support and information from Phil's Friends Volunteer Coordinator.



## Rummage Sale

Many volunteers are needed during St. Paul's yearly rummage sale. Assistance is needed prior to the sale and during the actual event. Volunteer opportunities include: pricing items, set-up and staging for the sale, check-out or manning tables during the sale, and clean up following the sale.

**Requirements:** None

**Time Commitment:** Varies. Sorting and pricing begins one month before the sale, and volunteers are usually needed for 2 hour shifts when pricing. During the weekend of the sale, volunteers work 2-4 hour shifts.

**Resources:** None needed



## Sunday School Helper

**Requirements:** Willingness to assist Sunday School teachers

**Time Commitment:** As available for helpers

**Resources:** Curriculum is coordinated and provided by St. Paul

## Sunday School Opening/Closing

**Requirements:** Lead all Sunday School children in joint activity such as craft, mini-service project, singing songs or stories

**Time Commitment:** As desired; opening/closing service for Sunday School is 10 minutes at the beginning/end of Sunday education hour (9:15 - 10:15)

**Resources:** Ideas are provided through the Sunday School curriculum, but creative ideas are encouraged!



## Sunday School Teacher/Substitute

**Requirements:** Willingness to create fun and exciting approach to teaching Bible lessons for children.

**Time Commitment:** Weekly during Sunday education hour (9:15 - 10:15) for teachers. As needed availability for substitute teachers.

**Resources:** Curriculum is coordinated and provided by St. Paul's

## St. Paul Playgroup

**Requirements:** Willingness to lead little ones and their caregivers through stories, songs, crafts and play.

**Time Commitment:** A few hours each week

**Resources:** Playgroup room in school building



## Technology Assistance During Worship

Run presentation software during a contemporary worship service

**Requirements:** Basic understanding of operating a computer. Training will be provided.

**Time Commitment:** One and one half hours during Sunday and Midweek Services, once a month.

**Resources:** Computer provided

## Trunk or Treat

**Requirements:** Willingness to help plan event ahead of time and help day or event

**Time Commitment:** A few hours.  
Planning in September, event held the Saturday before Halloween

**Resources:** Collective ideas



## Ushers

**Requirements:** 8:00 AM Service: Arrive at least 15 minutes prior to service, make sure candles on Altar and Chancel area are lit. Assist other ushers/Elders in welcoming members and guests and handing out bulletins.

For Communion: put table for individual cups in place in front of Altar steps just before Communion begins. Direct six people from each side to go to the Communion rail.

Be alert and scan congregation during service for any possible medical situations and get a head count for attendance purposes.

Extinguish candles after service is completed.

10:30 AM Service: Same as 8:00 service with two exceptions: At 10:30, assist with collecting the offering. After taking the offering up to the Pastor, place the table for individual cups in front of Altar steps. Also necessary to light and extinguish candles unless acolyte on duty.

**Time Commitment:** If enough people, one month of Sundays every three months. Extra persons needed for special services (Christmas, Easter). Please dress appropriately - no shorts, sandals, etc. It will be your responsibility to find a replacement if you can not be there on a given Sunday.

**Resources:** Other ushers, Elders.

## Vacation Bible School Decorating Committee

**Requirements:** Volunteers needed with an eye for creativity and art, and also those to help implement the vision.

**Time Commitment:** Planning and decorating begins one month before VBS (May or June). Usually the majority of the decorating takes place during one or two evenings before the event, for a few hours. Some preparation can be done at home.

**Resources:** Once theme is decided upon (from VBS mission volunteers), Concordia Publishing House usually has some ideas and tips for decorating on a small budget.



## Vacation Bible School Registration

Help with check in process during the first two days of VBS.

**Requirements:** Patience and a willingness to work with children.

**Time Commitment:** Two hours from 8-10 AM on Monday and Tuesday of Vacation Bible School (usually during June or July).

**Resource:** Provided



## Visit Shut-ins

Visit those connected to our church community but unable to attend Sunday worship.

**Requirements:** Transportation to make visits. A willingness to share a prepared devotion or Bible reading. The heart to connect with those unable to attend St. Paul's regular worship services. The ability to listen.

**Time Commitment:** A visit is usually about 45 minutes plus travel time. It is up to the volunteer how many shut-ins they would like to visit each month. Ideally a relationship would form that would lend itself to a regular monthly visit.

**Resources:** Portals of Prayer or other devotions provided. Pastor Conrad is willing to attend the first few visits with a volunteer to introduce him or her to the shut-in.



## Visitor Packets

**Requirements:** Along with the cookies prepared for our visitors by our Hospitality Group, a packet folder containing information about St. Paul should also be given to them. Included in the packet should be a glossy brochure that states what we believe, our mission and vision for the future, our location (map), worship times, some photos, the programs we offer like Sunday School, small group Bible studies, and Children's Church. Also include our office hours, web site, and how to contact the pastor/church office.

A separate greeting from Pastor Conrad and a current calendar of upcoming events and special services will also become an item in the packet folder.

**Time Commitment:** Hard to say. Planning the packet brochure will take the greatest amount of time, but keeping the event calendar up to date and the packets in good supply should require just an hour or so every other month. The planning will require consultation with the Pastor, our Evangelism and Elders Chairpersons.

**Resources Contact:** Past St. Paul literature and Academy brochure. Also learn what is being done at other churches for design ideas.





*"Volunteers are not paid  
-- not because they are  
worthless, but because  
they are priceless."*

